



REVISED

MIDDLETOWN TOWNSHIP PUBLIC LIBRARY
55 New Monmouth Road, Middletown, NJ 07748
Regular Board Meeting Agenda
June 18, 2014 – 7:00pm

CALL TO ORDER

A. MISSION STATEMENT

The Middletown Township Public Library is a civic institution that provides materials, ideas, information, technology and cultural opportunities to enrich, empower and educate.

B. STATEMENT OF ADEQUATE NOTICE

The June 18, 2014 meeting of the Middletown Public Library Board of Trustees is called to order. Adequate notice of this meeting was published in the *Asbury Park Press* on December 2, 2013 and posted in the Library, on the Library website and at Town Hall on Friday, June 13, 2014, in accordance with the Open Public Meetings Act.

C. ROLL CALL

Siebert	<u>✓</u>	Monaghan	<u>✓</u>	Breen	<u>✓</u>
Fiore	<u>absent</u>	Nelsen	<u>✓</u>	Cordiano	<u>✓</u>
Altobello	<u>absent</u>	Siwiec	<u>✓</u>	Vitkansas	<u>✓</u>

Also present: McOmber ✓ Rinaldi ✓ LaTona ✓

D. Salute to the Flag

I. Approval April 16, 2014 Board Minutes
-Regular Session

II. Public Session on Agenda Items - Statement to the Public

The Board encourages public participation. Individuals wishing to address the board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Each speaker is asked to speak no longer than five [5] minutes and limit their remarks to items on the meeting agenda. The Board may not respond to questions during the public participation portion.

III. President's Report

IV. 2014 Financial Reports – Action

- A. 2014 Voucher List
- B. Overview 2014 Checks
- C. Financial Report as of 4/30/14 and 5/31/14
- D. Statement of Financial Assets of 5/1/14 and 6/1/14

V. Correspondence

- NJLA Trustee Conference
- Financial Disclosure Statements

VI. Director's Report

-Finance Committee

- Resolution 2014-29-Purchase of Hoopla subscription (music/movies) –see brochure
- Resolution 2014-30-Adopt a Revised Budget

VII. New Business

- 1st Reading Revised Meeting Room (1:03) Policy
- 1st Reading Revised Programming (2:05) Policy
- 1st Reading Digital Video/Audio Circulation Policy (Hoopla)

Resolutions

- Resolution 2014-31-Hire Stephanie Chadwick as a Teen Librarian
- Resolution 2014-32-Hire Michele O'Connell as a FT Library Assistant, Children's Dept.
- Resolution 2014-33-Hire Zakia Lambarki as a Page
- Resolution 2014-34-Promote Renee Cohen to Principal Librarian/Reference Manager
- Resolution 2014-35-Hire Kim Kitzhoffer as a PT Library Asst., Children's Dept.
- Resolution 2014-37-Hire Andrew Persons as a PT Computer Service Technician
- Resolution 2014-38-Sunday Closings
- Resolution 2017-39- Award Lawn and Garden Maintenance

VIII. Public Session

**IX. Executive Session – Personnel Matters
(Action) Resolution 2014-36**

X. Action from Executive Session

XI. For the Good of the Order

XII. Adjournment

**Middletown Library Board
Meeting of June 18, 2014
MINUTES**

The meeting began at 7:00 pm.

Board members in attendance were Siebert, Monaghan, Nelsen, Siwec, Vitkansas, Breen and Cordiano. Absent were board members Altobello and Fiore. Also in attendance were administrative secretary Wendy Latona, director Kim Rinaldi and attorney Armen McOmber. Two members of the public were also in attendance.

Following the public meeting, there was an executive session, followed by another public session thereafter.

The following is a summary of some of the major points discussed, with topics in bold for easy search, along with video time stamps so that you may more easily locate a discussion in the meeting video.

Meeting **minutes were adopted** for the April 16, 2014 regular meeting. There was recap of some healthcare figures. (NOTE: There was no May 2014 board meeting.)

Public Comments:

Resident Melanie Elmiger questioned if appropriate protocol had been used with regard to **Sunday closures** in June. She noted that the decision to close on Sundays in June 2013 was intended as a one time measure and that there had been no discussion or resolution for this year. She also asked if the savings from the June 2014 closures were anticipated in the budget. Ms. Rinaldi said that the issue was on that night's meeting agenda and would have been discussed in May had the board met that month.

The financial report was discussed. There is a monthly charge for piano tuning for concerts. The service provider offers a very good rate to the library. The financials were adopted.

The NJLA conference offerings were discussed.

Ms. Rinaldi sent notice to board members regarding the requirement to file a **financial disclosure** statement with the township. Board members must file online.

There was discussion of a **book drop** located at the former Lincroft branch, now Crossroads. The township administrator has given his okay, but Crossroads staff had a list of concerns including parking and privacy issues. Another location for the book drop is being sought. There is community interest.

An extra office is being converted to a **conference room**. The township is handling the work in exchange for free use of the room. Work has not yet begun. Ms. Rinaldi said that the township is no longer allowing any boards or commissions to use the meeting space in town hall. She also noted that the library gets many requests for meeting space from the community.

A total of \$195 was raised for Denim Day on April 25, a day to promote **charitable giving** when library employees dressed casually in exchange for a donation to 180 Turning Lives Around.

Ms. Rinaldi said she had spent most of her time in the past month interviewing candidates for job openings.

The Library is forming a committee to address **safety issues**, including evacuation procedures. There are now **4 panic buttons** throughout the library, one at each service desk.

The **library foundation's** remaining members' terms have expired, and they have said they don't wish to continue service. The library is seeking new foundation members. (time stamp 26 mins.)

A wiki was created for use as an **employee intranet** site. It contains contract info, policy manuals, emergency contact info, meeting minutes and other useful resources for employees.

Ms. Rinaldi said that the various library departments keep statistics for their departments. In addition, she created a shared document to allow for compilation of specific info of interest to the board, and info related to state aid, such as circulation count, door count, number of books purchased, etc.

Intern positions have been filled and that program is going well.

The **Landmarks Commission** has agreed to allow the library to scan all of its documents to house the records.

The director noted that some materials in Borrower Services are unorganized and out of sequence. That is being addressed.

The **Book Club collection** is being moved up to the front where it will be more visible.

Librarian training was discussed. Several persons attended the NJLA conference and a book expo. Ms. Rinaldi, Ms. Latona, and Mr. Kushner attended “paperless office” training with the township.

The director discussed the **Open Public Records System (OPRS)** used by the township to allow easy uploading of documents such as meeting minutes. The system is designed to house records that are required to be retained indefinitely. The library will now be using this software and needs to buy a scanner. The township clerk will advise the type of scanner required.

There was a **luncheon honoring library volunteers** on June 3, 2014. Ms. Breen attended.

Fourteen library staffers will be participating in the June 21, 2014 **Middletown 350 parade**. The library has a float. The “read to a dog” therapy dog will be walking with them.

Ms. Breen said that the former director provided the board a useful document with an accounting of her time. Ms. Rinaldi said she would look into what had been provided.

Ms. Breen said that the library’s landscaping looked neglected over the past weekend. The township workers came to cut the grass on Monday. Others pointed to rain the prior week as the reason for the delay.

(time stamp 43 mins) The **Hoopla system** was discussed. It is an online **resource for downloading music and movies**. The initial cost is \$12,000, paid for through \$4000 and \$8000 reductions to DVD and audio-book budgeted amounts, respectively. The director suggested that patrons be limited to 10 uses per month with no more than 5 items out at one time. There are no hold lists with Hoopla – you just click and start watching a film – so there may not be a way to limit number of items out concurrently. The director said that she would monitor usage to avoid excessive charges for usage beyond what is included in the flat rate. Mr. Cordiano suggested limiting usage to 5 items per month to start to ensure there is no cost overrun. Others agreed. The Hoopla contract will be signed on June 19. The service is free to patrons, and your Hoopla account number will be your library card number.

Ms. Rinaldi discussed revisions to the budget. (time stamp 44 mins)

Resolutions 2014-29 (Hoopla) and 2014-30 (budget revision) were adopted.

There were initial readings for **policies relating to meeting room use** (time stamp 48 mins) and **programming** (time stamp 56 mins) in addition to the Hoopla circulation policy (time stamp 59 mins). The library will be **implementing a charge for room use** by for-profit entities and organizations outside of Middletown of \$100 for up to 2 hours.

Resolutions 2014-31 through 35 and 2014-37 pertained to new hires and promotions. (time stamp 58 mins)

(time stamp 1 hr 5 mins) Resolution 2014-38 pertained to **Sunday closings**. The resolution proposed Sunday closures from Memorial Day to Labor Day going forward. Per board discussion, the resolution was amended to apply to the 2014 year only. The issue will be revisited in November for the 2015 year. Mr. Cordiano was in favor of addressing the issue once for all subsequent years. Mr. Monaghan noted the small cost of \$4000 to keep the library open on Sundays in June and felt the matter should be reconsidered annually with an eye on serving the community.

Public Comments:

Resident Linda Baum agreed with Mr. Monaghan that community input should be sought with regard to Sunday closures. She agreed that if people think the building is closed, they adjust their behavior accordingly. She suggested that advertising and promotion should be utilized to better notify residents.

Ms. Baum asked how much time was given to businesses who receive bid packages to reply. She was told about 2 weeks. She suggested that inadequate time to respond may be a reason for the low response rate and said she had noticed that with regard to some township bids. She said the result is a lack of competition, the reason for the bid process in the first place.

Ms. Baum also asked for clarity on the meeting room policy with regard to local organizations.

The board entered executive session at about 8:40 PM to discuss salary for Ms. Latona. They board re-entered public session after 15 minutes. Ms. Latona was granted an increase, and her hard work was acknowledged.

The director announced that on **July 30, 2014, there is a "Harry Potter Day" at the Barnes and Noble in Holmdel**. It is in part a fundraiser for the Middletown Library, which gets 20% of sales. Mention the library when you check out.

There were no additional items brought up by the board.

The meeting adjourned at 9:05 PM.